

PLANNING STAFF
WEEKLY REPORT FOR PERIOD ENDING 27 DECEMBER 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. PLANNING:

1. Narratives on proposed new initiatives were received from OL components for review by B&FS/OL and PS/OL. These must be put into the proper format, reviewed, and ranked prior to submission on 9 January. We're awaiting responses from OL/SG and [redacted] Office regarding their ongoing initiatives.

2. The first draft of a cable regarding the reorganization of OL and subsequent changes of office designators for cables is being reviewed by the Chief, PS/OL.

3. The attached agenda for the OL Quarterly for the First Quarter FY 89 has been finalized. All speakers were advised regarding their having been selected to give a presentation, and memoranda were sent to them via their group chiefs, along with copies of the agenda and tips on briefing techniques. The dry run is scheduled for 2 p.m., Friday, 13 January 1989. [redacted]

4. [redacted] Initiative for Efficiency regarding OL's use of a computer-based travel accounting program was reviewed by OL/B&FS and ADPS. The latter component recommended that the CONUS Electronic Travel Accounting (CETA) be used by OL for processing domestic travel. OL/PS prepared a memorandum to the D/L recommending an award of \$250 for this suggestion and also prepared a memorandum to [redacted] for the D/L's signature advising her in this regard. [redacted]

B. REGULATIONS:

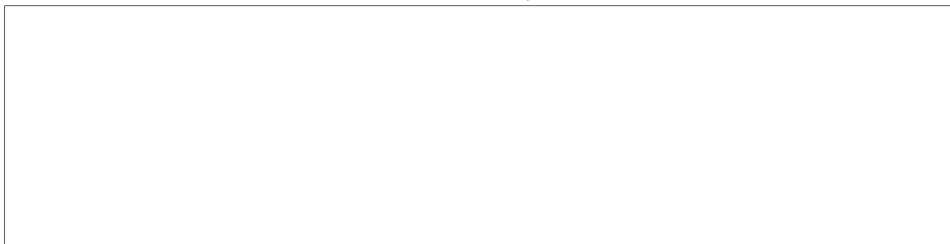
(1) The following Headquarters Notice was originated by OL and forwarded to the Regulatory Policy Division for Agencywide concurrence and publication:

[redacted]

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(2) The following Headquarters Regulations originating outside OL were reviewed, revisionary comments forwarded where applicable, and OL concurrence granted:

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III. Significant Events Anticipated During the Coming Week:

IV. Perspective of Staff Activity:

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Agenda

OL Quarterly - 1st Quarter FY 89

10 a.m., Thursday, 26 January 1989, Headquarters Auditorium

25X1 10 a.m., Friday, 27 January 1989, [REDACTED]

25X1 Dry Run - 11 a.m., Friday, 13 January 1989, [REDACTED]

Introduction

John M. Ray, D/L

Presentation of Employee of the Quarter Awards

R. M. Huffstutler, DDA

25X1 Congressional Budget Justification Books

25X1 Property Accountability Issues

25X1 What would you do [REDACTED]

Operation of the Executive Dining Room

25X1 Presentation of Special Awards

P&PG

OL/SG [REDACTED]

/CSG

and
FMG

[REDACTED] C/FMG/OL

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